



Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov

22 Sept 08

Addendum # 1

RFP / LOI # 7138897

**Title: On-Call Transportation Claims Assessment Consultant
3-Yr Master Price Agreement**

Submission Deadline: 3 Oct 08 @ 11:30 AM (Eastern)

- **Pre-bid meeting attendance sheet and minutes are released for review.**

A handwritten signature in black ink, appearing to read "Jerome D. Moynihan".

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
RIDOT Addendum Notification

7138897 – On-Call Transportation Claims Assessment Consultant

Per the issuance of Department of Transportation ADDENDUM # 7138897A1 the following changes are noted:

- CLARIFICATION

This project will require a RI licensed Professional Engineer on staff; a copy of the individual's Rhode Island PE license must be included in each proposal document. Given the nature of the services requested, if PRIME Respondent is a "non-engineering" firm, RIDOT will waive the Certificate of Authorization requirement **for the FIRM ONLY**. The individual Rhode Island PE certification requirement is mandatory under this contract. For more information please contact the **RI Board For Professional Engineers**. Please note their change in address: 1511 Pontiac Avenue, Bldg.68-2, Cranston, RI 02920. PHONE: (401) 462-9530 and FAX: (401) 462-9532.

- CD-ROM

RIDOT requires that the Technical Proposal submission be submitted not only in hard copy form but also on CD-ROM. Clearly labeled CD-ROM should be attached to the inside cover of each Technical Proposal. The format of electronic version of said Proposals must be in Adobe PDF format.

- DELETION/ REVISION

- On PAGE 8 (#9), the "**ATTORNEY**" category referenced has been DELETED from RFP.
- On PAGE 8 (#8), the *Applicable Certification* pertinent to the "ACCOUNTANT" category has been REVISED to state "**Preferably CPA and/or CFE**".
- On Page 11 under "INTRODUCTION" Par. 1 Line 2 – DELETE the words "*Office of Legal Counsel/ Claims Administration*".
- On Page 12 Par.1 Line 3 – REVISE to state "*The TCAC may report to RIDOT in writing relative to their findings if instructed to do so by RIDOT.*"

- ADDITIONAL EXPLANATION OF SERVICES REQUESTED

Claims Assessment services required are not limited to legal claims alone but may include resolution through means of an equitable adjustment or claims assessment review.

- ATTENDANCE SHEET

Courtesy copy of Attendance Sheet from Pre-Proposal Meeting held on September 16, 2008.

ADDENDUM # 7138897A1
RI Department of Transportation
September 18, 2008

TO ALL RESPONDENTS:

RIDOT is seeking to establish a **3 YEAR- MASTER PRICE AGREEMENT** as a result of this solicitation with an option to extend annually for an additional two (2) years pending availability of funds. The State's intent is to establish a qualified vendor list with multiple firms that will be made available to all RI State Agencies and Municipalities. Services defined must be readily available on an "as needed" basis to advise RIDOT in real time as project progresses and to delineate an informed course of action.

As cited in RFP requirements, the only pricing to be submitted at this time will be **fully inclusive hourly rates** for the various proposed categories cited. These hourly rates are to include all direct charges including wages and fringe benefits, and any and all indirect charges including preparation of reports and administrative expenses. Respondents are instructed to fully disclose pricing for **each of the three (3) years** in the required format provided. These prices will form the basis of the Price Agreement. If one price is offered that price will remain firm and fixed for the maximum three-year contract term. Additional reimbursement will be provided for necessary authorized travel expenses including airfare, lodging, car rental and travel per diem expenses further detailed in RFP. **THERE WILL BE NO OTHER FORM OF COMPENSATION PROVIDED.**

Respondents are directed to submit a **LETTER OF INTEREST ("Original" + Six (6) Copies)** in response to this solicitation. RIDOT recommends that the LETTER OF INTEREST be submitted in hard copy and on CD ROM.

There is a **CONFLICT OF INTEREST** statement cited on Page 1 of RFP document which precludes any selected firm – PRIME or SUB – to represent any Contractor and/or Consultant either pending or under contract to RIDOT or any other State Agency or Municipality during the lifetime of this Contract. If these services are currently being provided, your firm must disclose the requested information as well as a plan of action to transition out of this work within three (3) months of the execution of this Contract. RIDOT will be the sole judge as to whether any conflict of interest exists.

All materials submitted should be no larger than **8-1/2" x 11" in size** and should be clearly labeled **707138897 – On-Call Transportation Claims Assessment Consultant** submitted to Department of Administration/Purchases by **Friday, October 3, 2008 no later than 11:30 A.M.**

Each Respondent **must** include the **RIVIP BIDDER CERTIFICATION COVER FORM -all 3 Pages-** signed, completed and submitted along with each submission. **"ORIGINAL" RIVIP FORM** should be presented separately -unbound for Purchases review. Failure to do so may result in disqualification. Respondents must register on-line at the RIVIP'S Internet website www.purchasing.ri.gov to access RIVIP Form. For assistance in registering or downloading any document, please contact the RIVIP HELP DESK @ (401) 574-8100.

Additionally, the following required documents must be completed and signed by each Respondent to this RFP. **"ORIGINALS"** should be presented separately for RIDOT ownership and **"COPIES"** of completed documents **MUST** be incorporated in each submission.

- **CERTIFICATION REGARDING DISCLOSURE OF LOBBYING ACTIVITIES (SFF-LLL)**
- **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY & VOLUNTARY EXCLUSION**
- **CONFLICTS DISCLOSURE FORM**

Any pertinent questions subsequent to today's Pre-Proposal Meeting, must be e-mailed to the RIDOT @ www.dot.state.ri.us by accessing the **questions menu (?)** included along side each project listing. Follow the **"Contracting/Bidding Opportunities"** link to locate questions menu and submit your query. Responses to questions will be posted under the same questions menu. A determination will be made by RIDOT, in coordination with the Division of Purchases, whether an addendum will be required. The Q&A Forum will disable **5 FULL CALENDAR DAYS** prior to the due date for this project. **Therefore, questions will not be accepted after midnight on September 27, 2008.**

The following responses 1 through 5 will clarify questions and comments discussed at the Pre-Proposal Meeting held September 16, 2008

1. Q – RFP cites specific PE and CPA categories required. Should both these services be needed under one claim, would RIDOT split duties between firms?

A – NO. RIDOT does not intend to split services between multiple firms. Other than claims services provided by State Forces, one consultant firm will be assigned per claim to provide assessment services as needed.

RIDOT has revised the applicable certification requirement for the **ACCOUNTANT category to "**Preferably CPA and/or CFE**". Be advised there is no additional State certification requirement for CPA or CFE under this Contract.**

2. Q – Are there any federal guidelines established which define an "all-inclusive" hourly rate?

A – In accordance with the AAHSTO Uniform Audit Accounting Guide for Transportation Consultants, the definition of an All Inclusive Hourly Rate Agreement is defined as follows:

All Inclusive Hourly Rate Agreement: An agreement using an hourly rate developed for billing purposes which may include a firm's actual direct labor cost, overhead rate allowed or negotiated, and negotiated profit margin. Provisional hourly rates generally are temporary and will be adjusted by an audit. Negotiated hourly rates may be used for the life of an agreement, or may be adjusted from time to time depending on the agreement provisions.

3. Q – Will the hourly rates for possible two (2) year contract extension be based on final 3rd YEAR established hourly rates?

A – At that time RIDOT will determine whether to request Consultant to hold pricing or to update their rates accordingly depending on funding availability and renewal of services anticipated.

4. Q – Please define nature of services anticipated under this contract

A – Most claims will be made against large construction projects for reasons such as contract delays, un-buildable designs and geo-technical issues as recently evidenced on the on the Washington Bridge and I-Way projects.

However claims assessment services required may not limited to legal claims alone but may involve resolution through means of an equitable adjustment or claims assessment review.

5. Q – Does RIDOT utilize any outside legal services?

A –If necessary, any additional legal services would be hired through the State Of Rhode Island Office of Legal Services. Potential firms would be subject to very strict guidelines relative to conflict of interest issues.

+++PRE-PROPOSAL MEETING SIGN-IN SHEET+++

DATE: September 16, 2008

TIME: 10:00 A.M.

LOCATION: RIDOT TMC - Room 126

SUBJECT:

7138897 – On-Call Transportation Claims Assessment Consultant

[illegible]